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5 August 1986

MEMORANDUM FOR: Chief of Operations, OC

FROM:

[REDACTED]
Chief, Management and Plans Staff, OC

SUBJECT: Weekly Staff Notes, 27 July - 2 August 1986

1. General:

a. [REDACTED] attended the fifth annual classified Military Space Symposium. The Symposium, sponsored by the American Astronautical Society, was held in the Dean Acheson Auditorium of the Department of State on the 30th and 31st of July. Military and civilian dignitaries and space experts comprised the list of guest speakers. [REDACTED]

[REDACTED] This was a very useful Symposium and future Office participation is recommended. In addition, no fees were charged to local government participants.

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d. [redacted]

[redacted] met with [redacted]

[redacted] on

31 July to discuss the present Office of Communications Strategic Plan. A review of the Plan shows the 18 initiatives to be on schedule for the most part. It was decided that the Plan would be reviewed and updated at the Area Chief's Conference scheduled for September. In addition, the Plan will be reviewed on a more regular basis in the coming year and be a topic of discussion at the joint Office of Communications/Office of Information Technology Planning Conference in October.

[redacted]

f. [redacted]

[redacted] represented the Office of Communications, Management and Plans Staff (OC-MPS) at the initial meeting of the Office's Information Survey Task Force on 31 July. The purpose of the meeting was to identify specific Division/Staff responsibilities resulting from Office of Information Services recent survey of information handling and records management practices employed by OC.

g. Requirements Statistics as of 1 August 1986:

Total 1983 Requirements - 83
Completed - 82

Total 1984 Requirements - 168
Completed - 152

Total 1985 Requirements - 133
Completed - 64

Total 1986 Requirements - 64
Completed - 27

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Pending requirements by OC Divisions:

AMD	-	2		
CSD	-	0		
ED	-	3		
FND	-	80	(33 are [] Liaison)	25X1
CSD/FND	-	2		
FND/MPS	-	1	[] Liaison)	25X1
MPS	-	8		
MPS []	-	26		25X1
Other	-	1		

Requirements forwarded to OC Divisions which need status update - 19

Requirements pending a first response - 8

Total 1986 Strategic Plan Requirements - 48
Completed - 2

Pending Strategic Plan Requirements by OC Divisions:

AMD	-	9
CSD	-	4
ED	-	5
FND	-	11
MPS	-	17

3. Liaison Activities:

a. [] met with [] Office of Information Technology (OIT), Management and Consulting Division, Management Division, on 28 July 1986 to discuss the methodology utilized by the Office of Communications (OC) for tracking requirements levied on OC by its customers. We presented [] with the appropriate documentation to introduce him to the OC Requirements Tracking System. He plans to review this material in the context of the applicability to OIT.

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b. [] attended a meeting on 28 July with other new Directorate for Administration Senior Intelligence Service promotees chaired by Mr. Bill Donnelly. Mr. Donnelly outlined his expectations from the promotees and candidly discussed issues raised by the members present.

4. Significant activities scheduled for the week of 4 August:

[]

b. [] will attend a pre-course briefing for the Senior Intelligence Service Executive Seminar hosted by Mr. Bill Donnelly on 6 August. The Seminar is scheduled for 22-26 September and will be held at

[]

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